



Policy Number:	SP-006
Institute No.	4766
Approved By:	Board of Directors
Effective Date:	October 1, 2025
Next Review:	October 2028

Tuition and Fee Schedule Policy

1. Policy Statement

Guru Nanak Institute of Global Studies (GNI) is committed to transparent, fair, and consistent communication of all program tuition and related fees.

This policy establishes the framework for setting, publishing, and annually reviewing tuition and ancillary fees to ensure affordability, sustainability, and regulatory compliance.

2. Purpose

1. Ensure that every applicant and student receives clear information about the total cost of study before enrolment.
2. Provide consistency and accountability in the approval and adjustment of tuition and fees.
3. Meet **PTIB** and **DQAB** requirements for full disclosure of tuition, ancillary costs, and payment schedules.
4. Support institutional financial planning and equitable student treatment.

3. Scope

This policy applies to:

- All credit and non-credit programs offered by GNI (degree, diploma, certificate, and micro-credential);
- All tuition, ancillary, and service fees assessed to domestic and international students;
- All delivery modes (in-person, online or hybrid).

4. Guiding Principles

1. **Transparency:** All tuition and fees are fully disclosed prior to enrolment.
2. **Equity:** Students in the same cohort and program pay the same approved rate.
Note: *International Students pay slightly higher fees because of the added work involved in the paperwork processes*
3. **Accountability:** Fee setting follows documented Board approval processes.
4. **Affordability:** Increases are limited to inflationary or cost-recovery adjustments.
5. **Compliance:** All schedules adhere to PTIB and DQAB financial disclosure standards.

5. Definitions

Term	Definition
Tuition Fee	The base instructional charge per course or program.
Ancillary Fee	Additional charge for learning resources, technology, student services, etc.
Application Fee	Non-refundable fee payable at application submission.
International Differential	Additional tuition rate applied to non-Canadian students.
Payment Schedule	Installment plan or due-date structure for tuition payments.

6. Tuition Setting and Approval

1. Program tuition is proposed annually by the Vice-President, Academic & Quality Assurance (VPAQA) and Chief Financial Officer (CFO) based on cost analysis and peer benchmarking.
2. The Finance Committee of the Board reviews proposals and recommends final rates for Board approval.
3. Once approved, new or revised fees take effect the following academic year and are communicated publicly within 30 days.

7. Publication and Disclosure

GNI must publish, each year:

- Program-specific tuition and ancillary fees;
- Application, registration, and graduation fees;
- Estimated material, textbook, and practicum costs;
- Payment deadlines and refund references (link to FIN-002);
- Statement confirming tuition protection through GNI's **Tuition Trust Account**.

All details appear in:

- The Academic Calendar,
- The official website Tuition & Fees page, and
- Student enrolment contracts.

8. Standard Tuition Structure (2026)

(Indicative only – actual rates approved annually by the Board)

Program	Credential Length	Domestic Tuition (CAD)	Int'l Tuition (CAD)	Ancillary & Service Fees Domestic/Int'l	Total Program Cost
BA in Sikh Studies	Degree	18,780	26,250	\$3,000/\$4,000	\$21,780 / \$30,250
Cyber Security	Diploma	\$9,000	\$9,000	\$3,050 / \$5,050	\$12,050 / \$14,050
IT & Network Management	Diploma	\$9,000	\$9,000	\$3,050 / \$5,050	\$12,050 / \$14,050
Global Management & Entrepreneurship	Diploma	\$10,000	\$12,000	\$1,350	\$13,550 / \$15,550
Frontline Management	Certificate	\$1,000	\$1,000	\$200	\$1,200
Business Administration	Certificate	\$2,550	\$2,550	\$200	\$2,750
Operations & Supply Chain Management	Certificate	\$2,550	\$2,550	\$200	\$2,750
Global Counselling: Foundations, Theories & Practice	Certificate	\$3,500	\$3,500	\$1,150 / \$1,650	\$4,650 / \$5,150
Health Care Assistant	Diploma	\$5,000	\$7,000	\$1,375 / \$1,375	\$6,375 / \$8,375
Early Childhood Education	Diploma				
Social Service Worker	Diploma	\$11,500	\$13,500	\$1,765	\$13,265 / \$15,265
Medical Office Assistant	Diploma	\$4,500	\$6,500	\$850	\$5,350 / \$7,340
Sikh Studies	Certificate	\$1,950	\$1,950	\$200	\$2,150
Gurmat Music	Certificate	\$2,770	\$2,770	\$200	\$2,970
Punjabi Studies	Certificate	\$1,150	\$1,150	\$200	\$1,350
Artificial Intelligence for Creatives	Certificate	\$500	\$500	\$200 / \$300	\$700 / \$800
Digital Marketing Fundamentals & Strategy	Certificate	\$500	\$500	\$200 / \$300	\$700 / \$800
Modern Leadership & Emotional Intelligence	Certificate	\$450	\$450	\$200 / \$300	\$650 / \$750
Supply Chain Management Essentials	Certificate	\$450	\$450	\$200 / \$300	\$650 / \$750

9. Ancillary and Service Fees

Ancillary and Service Fees at **Guru Nanak Institute of Global Studies (GNI)** support essential academic, technological, and student services not covered by tuition. Fees are reviewed annually by the Finance Committee and approved by the Board of Directors.

These include, but are not limited to, the following categories:

- **Admissions & Administration:** Application, registration, document processing, transcript, graduation, late payment, and appeal fees.
- **Academic Resources:** Course materials, library and e-resources, technology/LMS access, labs, exams, and research supervision.
- **Student Services:** Advising, orientation, career and counselling support, accessibility services, wellness, and student activities.

- **Practicum & Professional Fees:** Placement coordination, supervision, insurance, uniforms, certifications, and criminal record checks.
- **Facilities & Technology:** Infrastructure, Wi-Fi, digital systems, maintenance, and safety/security services.
- **Health & Insurance:** Health, dental, and medical insurance for domestic and international students. This applies to in-person students.
- **Optional / Program-Specific Fees:** Field trips, external certifications, or specialized equipment costs.

10. Payment Schedule and Methods

1. Tuition is normally paid per term or by installment plan approved by the Finance Office.
2. Accepted methods: electronic transfer, credit/debit card, bank draft, or online portal.
3. Late payments incur a \$50 administrative fee and may result in registration hold.
4. Students must retain proof of payment for record verification (SP-006).

11. Important Notice to Students

- Students are expected to carefully read and understand their Student Enrolment Agreement before signing.
- The agreement outlines all tuition, ancillary, and service fees; payment schedules; refund and withdrawal conditions; and other financial obligations.
- By enrolling at **Guru Nanak Institute of Global Studies (GNI)**, students acknowledge that they have reviewed and accepted these terms as part of their contractual relationship with the Institute.

12. Annual Review and Adjustment

1. Tuition and fees are reviewed each fiscal year (July 1–June 30).
2. Adjustments normally do not exceed the **BC Consumer Price Index + 2 %** unless approved by the Board for extraordinary circumstances.
3. Revised rates apply only to new cohorts; continuing students retain their entry-year rate unless program structure changes materially.

13. Refund and Withdrawal Reference

- All tuition refund entitlements and withdrawal procedures are governed by SP-007 Refund & Withdrawal Policy.
- The Tuition & Fees Schedule must clearly link to SP-006 on the website and in student contracts.

14. Tuition Assurance and Financial Integrity

All student tuition payments are held in a Tuition Trust Account with a Canadian chartered bank until services are delivered, in accordance with PTIB Regulation s.17 and **ADM-006** Financial Accountability Policy.

15. Responsibilities

Role / Office	Responsibility
Board of Directors (Finance Committee)	Approves annual tuition and fee schedules; ensures financial sustainability.
Vice-President, Academic & Quality Assurance (VPAQA)	Coordinates academic cost analysis and recommends tuition levels.
Chief Financial Officer (CFO)	Administers fee collection, trust account compliance, and auditing.
Registrar	Publishes approved fees and issues student invoices and receipts.
Students	Review fee information before enrolment and meet payment deadlines.

16. Monitoring and Reporting

Indicator	Frequency	Responsible Office	Outcome
Annual Tuition Review Report	Yearly	CFO & VPAQA	Submitted to Board by June 30
Tuition Page Accuracy Audit	Quarterly	Registrar	100 % website accuracy
Student Tuition Trust Account Reconciliation	Monthly	Finance Office	Verified by external auditor annually

17. Review and Continuous Improvement

This policy is reviewed annually by the Finance Committee to ensure ongoing compliance with PTIB and DQAB requirements and to incorporate student and stakeholder feedback.

18. Related Policies and Documents

- SP-007 Refund & Withdrawal Policy
- ADM-006 Financial Accountability & Audit Disclosure Policy
- ADM-004 Institutional Quality Assurance Policy
- ADM-009 Records Management & Retention Policy
- PTIB Policy Manual (2023)
- DQAB Standards for Degree Programs (2024)

19. Approval and Implementation

- Approved by the Board of Directors of Guru Nanak Institute of Global Studies on recommendation of the Academic Council, effective October 1, 2025.
- Implementation responsibility rests with the Chief Financial Officer and the Registrar, under the oversight of the Vice-President, Academic & Quality Assurance.